

CANYON SPRINGS JOB OPPORTUNITY BULLETIN SUPERVISING HOUSEKEEPER I



SALARY RANGE PER MONTH:	\$2,299 - \$2,877
TENURE:	Permanent
TIME BASE:	Full-Time
PROGRAM/DEPARTMENT:	Administration
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES: Under the direction of the Supervising Housekeeper II, plans, organizes, and supervises the housekeeping work involved in the care, cleaning, and maintenance of building interiors and exteriors. Give instructions and training to janitorial services staff and performs and assists with janitorial tasks. Assigns work, supervises and provides instruction and training to housekeeping and janitorial employees. Regularly conducts inspections of public and client living area; maintains records and inventories supplies, prepares request for replacement. Maintains housekeeping practices and standards, provides training on Housekeeping policies and procedures; assists in the on-going improvement of the Housekeeping Safety Program including safety training, inspections, meeting, accident investigation and prevention. Reviews complaints and concerns, and makes or recommends necessary adjustments. Reviews and approves employees' absence and additional time worked. Approves vacation, personal holiday and sick time to ensure that adequate coverage is provided. Other assigned tasks and specialized duties as needed or required. This position will require working day and night shifts, weekends and holidays, and overtime when needed.

TYPICAL PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties specified in this duty statement. May be required to travel to the off-site warehouse to pick up or deliver supplies, equipment, etc. Frequently required to move/rearrange furniture and/or other items weighing up to fifty (50) pounds. Requires standing, walking, bending and/or stooping to inspect the facility and monitor employees' performance. Ability to train/demonstrate to employees how to operate various equipment, including but not limited to, air compressors, floor buffers, floor waxers, vacuum cleaners, wet/dry vacuum cleaners, power washers, ladders, stepladders, squeegees, and other equipment as needed. Ability to train/demonstrate to employees procedures for cleaning/sanitizing/disinfecting at the facility, and to complete cleaning assignments left undone by Custodians. Ability to operate various office equipment (computer, copier, calculator, etc.).

WHO MAY APPLY: People with list, transfer, or reinstatement eligibility for the class. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to Department Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Reemployment List procedures; pre-employment physical, and fingerprint clearance. Application can be obtained from Canyon Springs or from the Internet website, www.CalHR.ca.gov. **Faxed applications or resumes will not be accepted.**

SEND COMPLETED STATE APPLICATION (STD. 678) TO:

CANYON SPRINGS
HUMAN RESOURCES – EXAM UNIT
69-696 RAMON ROAD
CATHEDRAL CITY, CA 92234
PHONE: (760) 770-6260

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AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DENIAL OF FAMILY AND MEDICAL CARE LEAVE. DISABILITY, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY AND VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION OF ANY PERSON. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**STATE OF CALIFORNIA
DEVELOPMENTAL SERVICES**

CLASSIFICATION TITLE: Supervising Housekeeper I
RELEASE DATE: 10/02/2014